

Example #1 - Financial Narrative Text Descriptions

Project Sponsor: Big Sandy River Watershed Association
Project Title: *Little Creek Watershed Restoration Project*
Grant Number: 319-2006-26-PT

Reporting Quarter: January 1, 2006 – March 31, 2006
Date Prepared: April 15, 2006
Prepared By: Jane Doe

The Big Sandy River Watershed Association held several programs during this report period, including a water quality monitoring training, 2 educational presentations, and 1 volunteer wetland planting. The association also staffed a booth at the Environment Virginia Conference at VMI where they presented a display on their on-going restoration efforts. In addition the Association continued its efforts to complete a Watershed Implementation Plan for the Little River by holding a strategic planning coordination meeting. 25 members of the association participated in the 3-hr facilitated event.

DCR Funds

Personnel: \$2,720 - During this report period the project director coordinated strategic planning activities for the Little River Watershed Plan and held 3 educational programs, 1 water quality monitoring training, attended the VMI Environment Virginia Conference, and held 1 volunteer wetland planting. 160 hours @ \$17 / hour

Fringe: \$680 - 25% of Personnel

Supplies: \$1000 - Included project director registration for the VMI Environment Virginia Conference (\$250), booth fee for the BSRWA display at Environment Virginia (\$100), printing and mailing of invitations to educational activities (Kinko's \$50, US Post Office \$100), purchase display board for conference booth (\$500 to Booths-R-Us).

Travel: \$255 - Expenses for the project director to travel to/from the VMI conference (400 miles @ \$0.325/mil = \$130), food for coordinator at conference (per diem \$30 day x 2 days = \$60), and hotel for two nights (\$65/night = \$130 hotel and tax).

Other Direct: \$2,000 - A staff member from the Canaan Valley Institute facilitated a Watershed Plan strategic planning event for the association. Fee included materials preparation in advance, and a report following the event.

Match Funds

Supplies: \$1,000 - Supplies for the wetland planting donated by the Big Plant Store, Inc. This included shovels, hoes for planting, work gloves, and plant stakes.

Construction: \$3,000 - Wetland plants purchased with grant for local Audubon Society chapter.